

SIX WEEKS TO WELLNESS

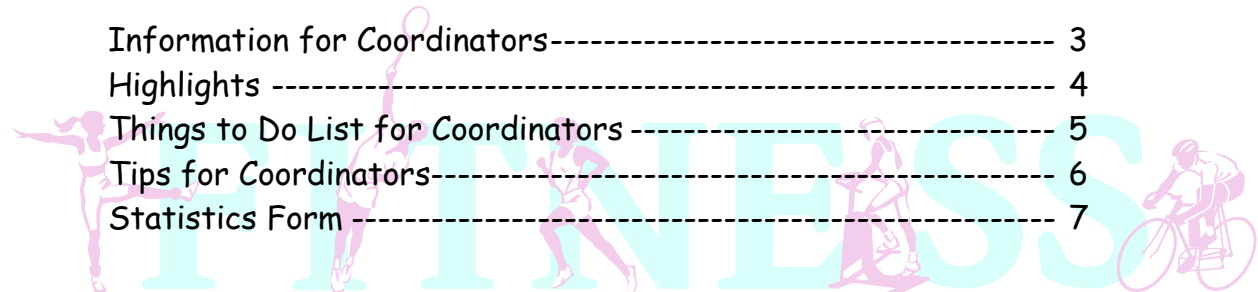


Coordinator Guidelines
Employee Benefits Division
Michigan Department of Civil Service

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SIX WEEKS TO WELLNESS

INFORMATION FOR COORDINATORS



WHAT IS SIX WEEKS TO WELLNESS?

Six Weeks to Wellness is an event that encourages the initiation and continuation of health-promoting behaviors in an enjoyable context. **Teams or individuals** win points for daily physical activity, eating fruits and vegetables, etc.

DO WE HAVE INDIVIDUALS, TEAMS, OR INDIVIDUALS AND TEAMS?

It is your choice to be as flexible as necessary to foster everyone's participation in your worksite. You and your office have the latitude to decide what is best for your worksite: only individuals, only teams, or a combination of individuals and teams.

If you have funds available you may want to consider if and how to reward teams and individuals. You may want to reward and recognize participants for different reasons; e.g., participation, number of points scored, special achievements, etc.

WHAT IS THE COORDINATOR'S ROLE?

Each worksite needs a coordinator who takes responsibility for seeing that all the tasks related to the event are accomplished. The coordinator needs to find people who will enjoy being part of the action and delegate to these people. If there is a Wellness Committee for the worksite, that group may be eager to help. Each participant receives one score book to use for the entire six weeks. As a worksite coordinator you will need to request these books from DMB Reproduction Services, Print and Graphics (517) 322-1889 (cost per book is dependent on quantity ordered), or obtain a printable electronic document from Employee Health and Wellness (517) 335-4153.

Participants may choose from two levels of participation. Level 1, which is moderately challenging and provides options for healthy life activities and Level 2, for those who have already accomplished incorporating the Level 1 activities into their lifestyle and want to challenge themselves further. We recommend that beginners enroll in Level 1.

WHAT IS THE REASONING FOR LEVEL 1 AND LEVEL 2?

The concept of Level 1 and Level 2 allows participants to self-assess their individual needs and to choose their desired level of commitment. For example, individuals who exercise daily or who have formerly participated in 6W2W may want to sign up for level 2, while others may prefer the more relaxed, yet still very beneficial, Level 1.

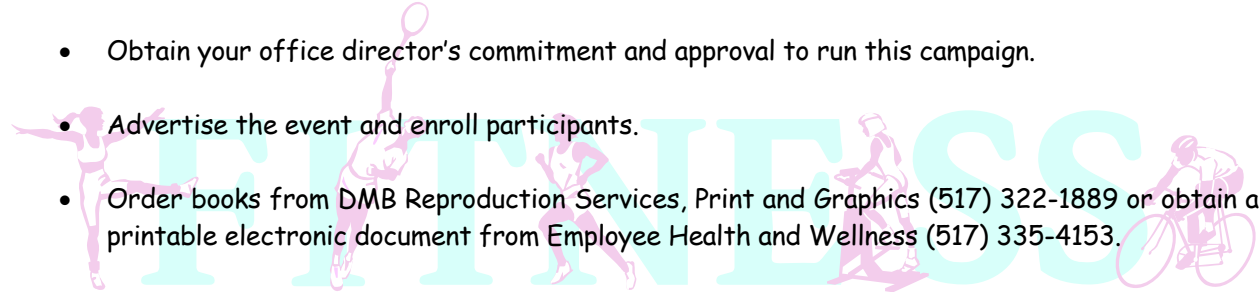
The maximum possible number of points to be scored each week is the same at each level, but the structure of how points are earned is different. The same total points can be scored by every participant regardless of level, and regardless of individual or team participation.

WHAT IS THE DIFFERENCE BETWEEN SCORE BOOKS AND WEEKLY REPORTS?

The score books belong to the individual participants as their personal records. The weekly reports, also referred to as score sheets, allow participants to report their scores to you for local use in carrying out the campaign.

WHAT IS THE PROCESS FOR REGISTRATION AND ORDERING OF MATERIALS?

- Obtain your office director's commitment and approval to run this campaign.
- Advertise the event and enroll participants.
- Order books from DMB Reproduction Services, Print and Graphics (517) 322-1889 or obtain a printable electronic document from Employee Health and Wellness (517) 335-4153.



HIGHLIGHTS

Participants may choose to participate in Level 1 or Level 2. The differences between these levels are detailed on the "Event Level Descriptions". It will be helpful for participants to indicate their level of participation when they register with you. Please provide them with the "Information for Participants" so that they may select their own level.

There is one score booklet per participant for the entire six weeks of the event.

Worksites will decide to have participants form teams or to participate as individuals, or a combination of both.



SIX WEEKS TO WELLNESS

THINGS TO DO LIST FOR COORDINATORS

- _____ Read the entire packet. You may revise/edit any of the forms within this packet to best suit your department and worksites.
- _____ Get administrative support.
- _____ Enlist people who will help you with the tasks on this checklist.
- _____ You may contact the Employee Health and Wellness, WOW staff, (800) 505-5011 or (517) 335-4153 to discuss ideas.
- _____ Hold an information session for all interested employees.
- _____ Set deadline for registrations.
- _____ Plan some wellness-related, fun, educational events throughout the six weeks.
- _____ Make a "calendar" of events for your worksite to be given to each participant at the beginning of the campaign.
- _____ Publicize the event to all employees and distribute the "Information for Participants" which contains the "Event Level Descriptions."
- _____ Select a starting date (*See Tips for Coordinators* for list of event ideas.)
- _____ Select an ending date (*see Tips for Coordinators* for a list of event ideas).
- _____ Award prizes to participants if applicable.
- _____ Publicize names of achievers.
- _____ Thank-you letters to everyone who helped (i.e., planning committee, speakers, etc.).

SIX WEEKS TO WELLNESS



TIPS FOR COORDINATORS



We suggest that you use the valuable State sponsored website resources that focus on fitness and nutrition, Working On Wellness (Department of Civil Service, Employee Benefits) and Michigan Steps Up (Surgeon General). Refer to them for assessment tools, nutrition ideas, fitness calculators, encouragement, etc.

- For fairness, please don't vary from the point system, but you may add special events and recognition for participation.
- Decide the overall recognition and prize categories (if applicable) before your information session, if at all possible.
- Give incentives if possible to improve motivation. Have the prizes based on a large variety of items, not just high scores. The importance of participation in the event is the individual's health.

Some Event Ideas

- *Information Session:* before the Six Weeks to Wellness registration.
- *Kick-off, Mid point and Final Events:* i.e., rally; give incentive items; do a timed one-mile walk; combine with other worksites; award prizes (if applicable) etc.
- *Form a Walking Club:* may combine miles stating how far you have walked, if you walked continuously, i.e., to Chicago, New York, California, etc.
- *Lunch & Learn Sessions:* Get speakers to give talks on subjects related to event behaviors; give incentives for attending; drawings for door prizes, etc. Some topics could be The importance of humor, Exercise warm-ups, Food label reading, Ergonomics, Relaxation techniques, Information about various kinds of exercise.
- *Health Fair* i.e., cholesterol screenings, blood pressure checks, etc. **Health fair guidelines may be obtained at Employee Health and Wellness "WOW" website.**

SIX WEEKS TO WELLNESS



Statistics Form

WORKSITE/OFFICE: _____

COORDINATOR'S NAME: _____

COORDINATOR'S WORK
TELEPHONE NUMBER: _____



Number of employees participating: Level 1 _____ Level 2 _____



SIX WEEKS TO WELLNESS

INFORMATION FOR PARTICIPANTS

WHAT IS SIX WEEKS TO WELLNESS?

Six Weeks to Wellness is an event that encourages the initiation and continuation of health-promoting behaviors in an enjoyable context. Participants earn points for daily physical activity, eating fruits and vegetables, wearing safety belts, etc.

WHAT IS THE PARTICIPANT'S ROLE?

- Decide on your level of participation--read the attached "Event Level Descriptions."
- Register to participate as an individual or as a member of a team by completing and submitting one of the attached forms to your coordinator.
- Read your score booklet and become aware of your health behaviors. Record the points you earn each day in your score booklet.
- Turn in your weekly scores to your Team Captain or to your coordinator.
- Encourage your teammates and other participants. Have some stress-relieving fun.

WHAT IS THE TEAM CAPTAIN'S ROLE? (If participating as a team)

The Team Captain makes sure that each team member receives the Six Weeks to Wellness informational score booklet and any additional information from the Worksite Coordinator.

SIX WEEKS TO WELLNESS

EVENT LEVEL DESCRIPTIONS



"Six Weeks to Wellness" participants may choose from two levels of participation. If you have not previously participated in "Six Weeks to Wellness" you should probably choose Level 1. If you have participated in "Six Weeks to Wellness" previously and feel you are ready to challenge yourself a little more, you may want to choose Level 2. The chart below highlights the point categories for each level and will help you make your decision.

Both levels have the same maximum number of points possible.

Level 1 Points

You will get points

⇒ **for exercising** - One point is given for 15 continuous minutes of physical activity. A maximum of 4 points per day can be earned and a maximum of 20 points per week. A minimum of 16 points **MUST** come from continuous physical activities such as walking, cycling, swimming, or aerobics. The remaining 4 points may be earned from non-aerobic strength-building exercises such as stomach crunches, push ups, resistance or weight training and stretching.

⇒ **for eating fruits** - One point is given for eating 2 servings of fruit in a day. One serving is 1/2 cup of juice or fruit or 1 medium-sized piece. For example, all the day's fruit servings could be consumed in a breakfast that includes 4 ounces of juice and half a large banana.

⇒ **for eating vegetables** - One point is given for eating 3 servings of vegetables in a day. One serving is 1/2 cup of cooked or raw vegetables.

Level 2 Points

⇒ **for exercising** - One point is given for 15 continuous minutes of aerobic physical activity. A maximum of 4 points per day can be earned and a maximum of 24 points per week. Activities such as: walking, cycling, swimming, running or aerobics.

⇒ **for strength training and stretching** - One point is given for every 15 minutes of strength (resistance) training or stretching activity. A maximum of 2 points per day may be earned and a maximum of 6 points may be earned per week.

⇒ **for eating fruits & veggies** - 1 point is given each day you eat 3 servings of fruits & 4 servings of veggies per day. One serving is 1/2 cup of juice, fruit, or cooked or raw vegetables.

⇒ **for eating fruit & veggies** - Your mom would be proud! Because of the extreme health value of eating fruits **AND** vegetables, 1 additional point per day is given if **ALL** the fruit and **ALL** the vegetable servings are consumed.

⇒ **for eating cruciferous** - One point is given for each serving of cruciferous veggies you eat (cabbage family veggies: bok choy, broccoli, Brussels sprout, cauliflower, cabbage). A maximum of 1 point per day and a maximum of 4 points per week.

Level 1 Points

Optional Categories

⇒ **Increase Fiber Intake** - One point is earned each day a minimum of 20 grams of fiber per day is consumed. **Do not consume more than 35 grams in one day.**

⇒ **32 oz. Water (Plus)** - One point is earned each day that a minimum of 32 ounces of water is consumed. Your body needs approximately 1/2 ounce of water per pound of body weight (10--8 oz. glasses if you weigh 160 pounds).

⇒ **Daily Flossing** - One point is earned each day for daily flossing. (Daily use of a Water Pic or similar device is acceptable).

⇒ **No Tobacco** - One point is earned each day for non-use of tobacco of any type.

⇒ **No Alcohol** - One point is earned each day for not consuming alcoholic beverages.

⇒ **No Salt** - One point is earned for each day no additional salt is sprinkled on pre-prepared foods. The National Academy of Sciences has suggested 500 mgs. (or less than 1/4 teaspoon salt) of sodium a day is a safe minimum intake.

⇒ **Safety Belt Use** - One point is earned each day you use your seatbelt while driving

Level 2 Points

⇒ **Same as Level 1**

⇒ **64 oz Water (Plus)** - One point is earned each day that a minimum of 64 ounces of liquids is consumed, of which 32 ounces **MUST** come from water. The other 32 ounces may be in the form of non-caffeinated non-alcoholic beverages.

⇒ **Same as Level 1**

⇒ **Same as Level 1**

⇒ **Same as Level 1**

⇒ **Same as Level 1**

⇒ **Same as Level 1**

- ⇒ **Daily Back Exercise** - One point is earned each day you do 10 minutes of back exercises. You may obtain a sheet of these exercises from your 6W2W coordinator. ⇒ **Same as Level 1**
- ⇒ **Stress Management - Meditation or Progressive Relaxation** - One point is earned each day you meditate or practice progressive relaxation for 10 minutes or more. An information sheet is available from your coordinator. ⇒ **Same as Level 1**
- ⇒ **Other - You May Design One Daily Health Behavior Yourself** (*You can only earn one point per day.*) *We also suggest that you award extra points to anyone that logs on to Michigan Steps Up website and completes the Health Risk Appraisal* ⇒ **Same as Level 1**

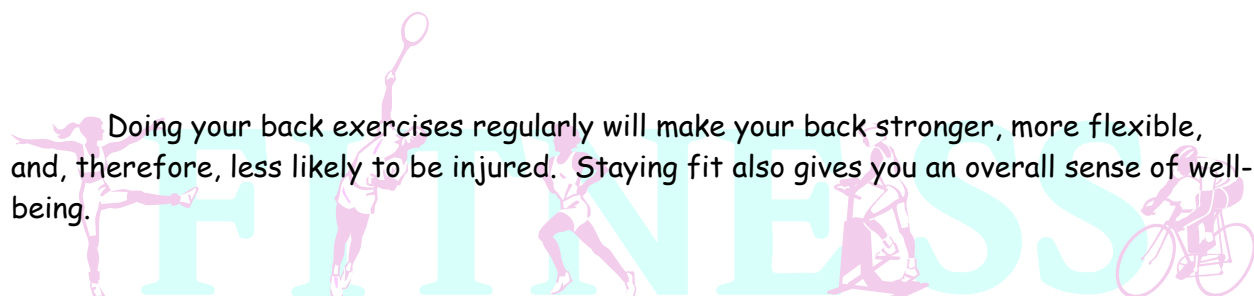


Before performing any of the back exercises, it is strongly recommended you share the exercises with your health care provider to minimize the risk of injury.



SIX WEEKS TO WELLNESS

BACK EXERCISE INFORMATION



Doing your back exercises regularly will make your back stronger, more flexible, and, therefore, less likely to be injured. Staying fit also gives you an overall sense of well-being.

Back Exercise Tips:

- Wear clothing that is comfortably loose.
- Breathe normally; don't hold your breath during exercise. Your muscles need a good supply of oxygen.
- Visualizing the part of the body involved will help you do the exercise correctly.
- Stop if you feel the stretch in areas other than those suggested--or if you feel pain.

Carry heavy object firmly at waist height, close to the body.

To pick up a small child safely, squat down, pull the child close to your chest, and keep your body upright as you rise. Don't sit the child on your hip.

If you have to turn when carrying a load, turn your body. Don't just twist at the waist.

#1. Back Press

This stretches the lower back muscles and strengthens the abdominal muscles.

- Lie flat on your back with both knees comfortably bent and your feet flat on the floor.
- Firmly pull in your abdominal muscles to press your pelvis downward, thus pressing your lower back flat against the floor. You should keep breathing so that you are using the abdominal muscles and not your chest muscles.
- Be sure that your shoulders stay on the floor and that your buttocks are not being squeezed.
- Hold the position for 10 seconds.
- Relax for 10 seconds.
- Repeat 5 times.



#2. Gentle Back Stretch

This exercise stretches the lower back muscles and strengthens the abdominal muscles.

- Lie flat on your back with both knees comfortably bent and your feet flat on the floor.
- With both hands on **one** knee bring the knee up as near to the chest as possible. Return it slowly to the starting position. Relax.
- Repeat, alternating with each leg, 10 times.
- Tighten the abdominal muscles and hold the back flat, then bring **both** knees up to the chest, grasp the knees with the hands, and hold the knees against the chest about 30 seconds. Return slowly to the starting position. Relax.
- Repeat 5 times.

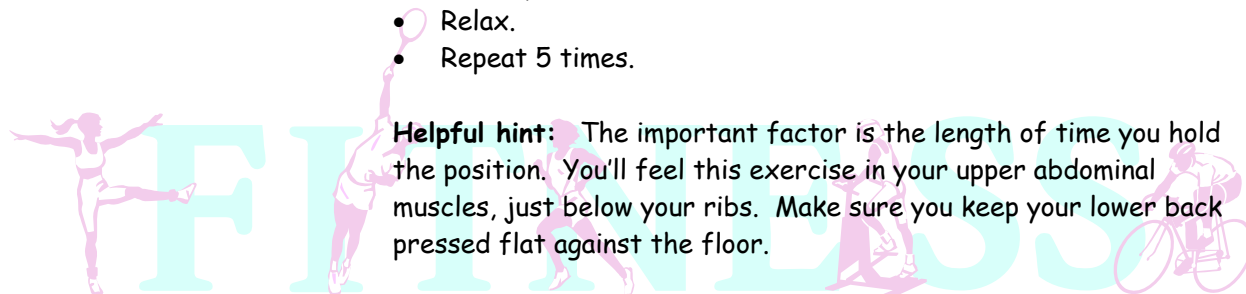
Helpful hint: Make certain you press your pelvis downward by using your lower abdominal muscles rather than by holding your breath or bringing your shoulders forward.

#3. Curl Ups

This exercise strengthens the muscles in your upper abdomen.

- Lie flat on your back with both knees comfortably bent and your feet flat on the floor.
- Do a back press. Rest your palms gently on your thighs.
- Tuck your chin and pull in your abdominal muscles. Slowly curl your back so that your shoulders no longer touch the floor. Your lower back should remain pressed against the floor. As you curl up, slide your hands along your thighs toward your knees.
- Hold this position for ten seconds.
- Lower yourself to the floor.
- Relax.
- Repeat 5 times.

Helpful hint: The important factor is the length of time you hold the position. You'll feel this exercise in your upper abdominal muscles, just below your ribs. Make sure you keep your lower back pressed flat against the floor.



#4. Wall Slide

This exercise strengthens your thigh muscles to help reduce the strain on your lower back while lifting.

- Stand with hips and buttocks slightly tucked under and back against the wall. Legs should be slightly apart.
- Slide down the wall slowly as if a chair were waiting for you. Hold position for a count of 5 and slide back up. Don't allow hips or knees to form a 90-degree angle.
- Repeat 5 times.

As your back becomes stronger and more flexible and you become more comfortable with the exercises, you may gradually move ahead to increase the repetitions and the duration.

As with any other fitness program, you must continue to exercise at least three times per week in order to maintain a good level of fitness.

SIX WEEKS TO WELLNESS



PROGRESSIVE RELAXATION

Progressive relaxation is a way of letting go of physical and mental tension, by alternately tensing and relaxing each muscle of the body through a sequence. For example, tense and relax first the right hand, then tense and relax the left hand, the right arm, the left arm, the right leg, the left leg, and so on. People who have difficulty settling down through passive relaxation may find this technique more effective.

Progressive relaxation is best done lying down. Alternately tense and relax each muscle for 10-15 seconds, taking about 30 minutes. You may adapt this technique to shorten the time by focusing on a specific part of the body at a time, such as hands and arms. Muscles become more relaxed after tensing than before. At the completion of this exercise you will have experienced extremes of tension and relaxation, which may increase your sensitivity to these states during the day as well as result in a deep quiet immediately after the session.



Meditation is a very old technique using a repeated mental focus to quiet your rational thoughts. The mental focus may be a color, your breathing, a word such as "one," or a mantra as in Transcendental Meditation such as "om," "ee," or "sharoom." Your mind will wander away from the focus part of the time, which is natural. Simply become aware that it is wandering and gently bring it back into focus. Thinking rationally about an idea is not meditation and probably will not succeed in producing relaxation as deeply.

Sit quietly in a comfortable position.

Close your eyes.

Deeply relax all your muscles, beginning at your feet and progressing up to your face. Keep them relaxed.

Breathe through your nose. Become aware of your breathing. As you exhale, say the word, "one," then inhale....exhale, "one," then inhale...exhale, "one," and so on.

Breathe easily and naturally. Continue doing this for 10 to 20 minutes. Do not use an alarm, but you may open your eyes to check the time.

When you finish, sit quietly for several minutes, at first with your eyes closed and later with your eyes open. Do not stand up for a few minutes.

Maintain a positive attitude and permit relaxation to occur at its own pace. When distracting thoughts occur, return to repeating "one."

SIX WEEKS TO WELLNESS
STATE OF MICHIGAN
TEAM REGISTRATION FORM - Please Print

YOU ARE INVITED TO start a healthier life by participating in Six Weeks to Wellness. Have some fun!

HOW TO ENTER:

1. Pull together a _____-person team, designating one person to be the captain. Your team will be turning in point totals weekly.
2. Think up a team name. Have fun! Be creative!
3. Each team member needs to read "Event Level Descriptions" and decide on their Level of participation.

Worksite/Office: _____

Team Name and Captains name: _____

Please list the following for each team member:

Name	Work Phone. Number	Level:
Name	Work Phone. Number	Level:
Name	Work Phone. Number	Level:
Name	Work Phone Number	Level:
Name	Work Phone Number	Level:
Name	Work Phone Number	Level:

SIX WEEKS TO WELLNESS

STATE OF MICHIGAN
INDIVIDUAL REGISTRATION FORM - Please Print

YOU ARE INVITED TO start a healthier life by participating in Six Weeks to Wellness. Have some fun!

HOW TO ENTER:

1. Read "Event Level Descriptions" and decide at which level you wish to participate.

Name: _____

Phone _____

Circle your level





SIX WEEKS TO WELLNESS

**DUPLICATE
THIS SECTION
FOR EACH TEAM
CAPTAIN**

WEEK ____

Team Name: _____

Individual Team Member Names and Totals

Name: _____ Total: _____

Name: _____ Total: _____

Name: _____ Total: _____

Name: _____ Total: _____

Name: _____ Total: _____

Name: _____ Total: _____

Name: _____ Total: _____

Name: _____ Total: _____

TOTAL TEAM POINTS: _____

*** END OF EVENT, TOTAL EVENT POINTS: _____**





SIX WEEKS TO WELLNESS

DUPLICATE
THIS SECTION

FOR EACH PERSON THAT IS
PARTICIPATING INDIVIDUALLY
(NOT AS A TEAM MEMBER)

INDIVIDUAL WEEKLY REPORT

WEEK 1

Name: _____

Total Points: _____



INDIVIDUAL WEEKLY REPORT

WEEK 2

Name: _____

Total Points: _____

INDIVIDUAL WEEKLY REPORT

WEEK 3

Name: _____

Total Points: _____



Name: _____

Total Points: _____

INDIVIDUAL WEEKLY REPORT

WEEK 5

Name: _____

Total Points: _____



INDIVIDUAL WEEKLY REPORT

WEEK 6

Name: _____

Total Points: _____ Total event points: _____